

PEAS 75-1613

MEMORANDUM FOR: Director of Personnel

SUBJECT : A Competitive Evaluation and Ranking System for the Office of Personnel

1. The Junior Advisory Panel (JAP) believes that an effective competitive evaluation system must provide at least three major services. First, it must give those doing the ranking and those being ranked a common understanding of the ranking criteria. Second, it must provide sufficient definition of criteria to allow the rater to make objective evaluations in the areas of performance and skills. Third, it must provide management with a tool which can identify specific strengths and weaknesses that can and should be discussed with the individual concerned.
2. Attached is a competitive evaluation and ranking system which we recommend be implemented in the Office of Personnel. The system is designed to be used in rating all non-clerical personnel in grades GS-07 thru GS-15. If adopted, all SP Careerists should be made aware of all details of the system thru the issuance of an OPM. We believe this system should be used as the Office of Personnel's example to those offices within the Agency that do not currently have a similar system.

STATIONNEL

Chairman, SP Junior (MAST)
Advisory Panel

Attachment:

As stated